

Meal Periods and Breaks

1016.1 PURPOSE AND SCOPE

This policy regarding meals and breaks, insofar as possible shall conform to the policy governing all City employees that has been established by the City Manager.

1016.1.1 MEAL PERIODS

- (a) Sworn employees and Communications Operators shall remain on duty, subject to call during meal breaks. All other employees are not on call during meal breaks unless directed otherwise by a supervisor.
- (b) Uniformed patrol and traffic officers shall request clearance from Shift Supervisor prior to taking a meal period. Uniformed officers shall take their breaks within the city limits unless on assignment outside of the city.
- (c) The time spent for the meal period shall not exceed the authorized time allowed.
- (d) Meal breaks, for sworn and non-sworn employees who are subject to the provisions of MPOA Memorandum of Understanding and work a straight 8-hour shift, are authorized 1-hour period which shall not exceed 40 minutes.
- (e) Breaks, for sworn and non-sworn employees who are subject to the provisions of the MPOA Memorandum of Understanding and work a straight 8-hour shift, are authorized one break, which shall not exceed 20 minutes.

1016.1.2 15 MINUTE BREAKS

Each employee is entitled to a 15 minute break, near the midpoint, for each four-hour work period. Only one 15 minute break shall be taken during each four hours of duty. No breaks shall be taken during the first or last hour of an employee's shift unless approved by a supervisor.

Employees normally assigned to the police facility shall remain in the police facility for their breaks. This would not prohibit them from taking a break outside the facility if on official business.

Field officers will take their breaks in their assigned areas, subject to call and shall monitor their radios. When field officers take their breaks away from their vehicles, they shall do so only with the knowledge and clearance of the Dispatch Center.